

Duties of the Chief of Development & Planning

The authority and duties of the Chief of Development in the Boston Redevelopment Authority shall be those hereby defined:

- (1) As Boston Redevelopment Authority representative, function in a liaison capacity between the Authority and the contractors, surveyors and engineers during the development, demolition and construction of the projects;
- (2) Shall be the engineer designated to represent the Authority in the administration and inspection of contract work;
- (3) Follow all activities relative to the projects to ascertain that all operations relating to contractors, surveyors and engineers are carried out in conformity with Authority policy, and contractual requirements;
- (4) Review and recommend to the Authority via the Executive Director all matters pertaining to the technical functions of site clearance and site preparation activities;
- (5) Provide information to the Authority via the Executive Director regarding contractual progress, contract extras, contract time, and periodic estimates for payment;
- (6) Sign for the Authority change orders and periodic estimates of payment after they have been approved by the Authority;
- (7) The following are examples of the foregoing duties:
 - a. Send contractor notice to proceed;
 - b. Release buildings to contractor for demolition;
 - c. Review and recommend all proposed contract documents before advertising for bids or award of contracts;
 - d. Review and recommend addenda to bidding documents and change orders to contracts;
 - e. Supervise inspection of all work performed or being performed;
 - f. Review and recommend contractors' or engineers' estimates for periodic and final payments;
 - g. Recommend and participate in final inspection for acceptance of work completed under contracts.
- (8) And such other duties as the Authority may from time to time direct and authorize.